

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:

VACANCY ANNOUNCEMENT NO. 36-06

DATE:

April 27, 2006

OPEN TO: US Citizen Eligible Family Members (AEFMs), US Citizen Eligible Family Members (EFMs), and US Citizen Members of Household (MOH) – All Agencies

POSITION: Investigative Assistant, GS-08*

OPENING DATE: April 27, 2006

CLOSING DATE: May 11, 2006

SCHEDULE: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$34,563 p.a. (Starting Salary)
(Position Grade: GS-08 is confirmed by Washington)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate in Frankfurt is seeking an individual for the position of Investigative Assistant for the Internal Revenue Service - Criminal Investigations.

BASIC FUNCTION OF POSITION

Incumbent provides administrative and investigative support to the Internal Revenue Service – Criminal Investigations (IRS-CI) Attaché. S/he secures information from manual and electronic sources. S/he performs preliminary research and analysis of law enforcement data, prepares replies to various inquiries, processes requests to Federal, State and Foreign authorities including law enforcement agencies. Maintains and uses investigative and research equipment and performs other related duties and assignments as directed. The incumbent provides clerical and administrative support to the office as needed. A good working knowledge in office work and internal operating procedures as well as a good working knowledge of Department of State's policies is necessary. S/he should have the ability to research and compile statistical data, have good oral and written communication skills and have the ability to prioritize and utilize appropriate time management skills. Incumbent must have the flexibility to travel for business purposes as necessary.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of secondary school is required.
2. Three years of progressively responsible work in administration is required.
3. Level IV (Fluency) Speaking/Reading English is required
4. Knowledge of MS Office suite (Microsoft Word, Excel, Outlook, and PowerPoint) is required.
5. A current valid driver's license is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

UNCLASSIFIED

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their appointment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a secret security clearance.
6. Selected candidate must submit to a drug test.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-1950 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as the DS-1950 or OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Gießener Straße 30
60435 Frankfurt am Main

POINT OF CONTACT

Jodi Brandenburg
069-7535-3476
BrandenburgJL@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--US citizen;

--Spouse or child who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: MAY 11, 2006

The US Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: MGT/HR: JBrandenburg Cleared: MGT/HR: CStachowitz IRS-CI: PMullins